

PRINT 19 Complimentary Machinery Handling Information

Q. What is the Deal?

A. Unlimited complimentary machinery handling with purchase of booth.

Q. What's included?

A. Unloading machinery from inbound carriers; show site delivery of machinery to the exhibitor's booth space including one-time spotting (exhibitor must be present); and loading of machinery onto outbound carriers at close of the show. More details below.

Q. What constitutes machinery?

A. All machinery for display in an exhibitor's booth regardless of total weight, not including paper, display materials, computer demos and floor coverings.

Q. How much does the Plan cost?

A. It's FREE! It is included in your booth space.

Please follow these guidelines to avoid additional charges:

- Ship directly to show site - machinery shipped to Freeman's warehouse will incur additional charges.
- Use Machinery shipping labels provided by Freeman in the Exhibitor Manual (coming Spring 2019).
- Deliver on-target, during straight time.
- Specify the number of machines and weights on inbound bills of lading vs. the number of non-machinery (display or paper) items and weights. **Non-machinery (display or paper) items are not included in the package and will incur material handling charges.**
- Mark the floor of your booth space for machinery location and be present when machine arrives for one-time spotting.

NOTE: Not following the above guidelines will result in additional charges to your invoice from Freeman, the Official Contractor.

POTENTIAL CHARGES NOT INCLUDED IN COMPLIMENTARY MACHINERY HANDLING:

1. If machines are shipped to the warehouse, there will be extra costs to remove the machines from the shipper's trucks, store the machines, and deliver to show site. The extra costs associated with this will be provided in the Exhibitor Manual, coming Spring 2019. **Please note: Warehouse cannot accept wide bed loads or flatbeds over 5,000 lbs.**
2. If machinery is unloaded or loaded out on Saturday or Sunday, the exhibiting company will incur an additional charge for overtime based upon weight of shipment.
3. If you miss your target date or check-in time, your vehicle will not be unloaded until after all on-target vehicles have been unloaded, regardless of when your vehicle checked in at the McCormick Place Marshaling Yard. As a result, you may incur an additional charge for overtime unloading and cause your truck driver to wait for unloading. If your vehicle checks into the Marshaling Yard after the time designated in the Exhibitor Manual (coming Spring 2019), your driver may be turned away and asked to return the next day. **A fee will be charged for machinery shipments unloaded off target on straight time.**
4. Labor time and equipment fees will be charged if:
 - a.) machines arrive in containers
 - b.) blocking, re-blocking, un-stuffing, removing tarp or re-tarping is involved
 - c.) it is necessary to un-skid machines before removing from container
 - d.) sides and/or top of truck have to be removed by contractor
 - e.) machines are crated or skids require removal
 - f.) additional spotting of machines after unloading or handling of empty skids
 - g.) machinery crates to and from storage area are required
5. If an exhibitor representative is not present during unloading and delivery time, machines will be placed in the booth without spotting. For spotting later, fees based on labor time and equipment will be charged.

If you have additional question please contact Chrissie Hahn, 703/264-7200 x 267 or chahn@aptech.org